



**VIRGIN ISLANDS NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
4031 LA GRANDE PRINCESSE, LOT 1B  
CHRISTIANSTED, VI 00820-4353**

**Announcement #19-11  
Supply Technician**

**Opening Date:** 18 July 2011

**Closing Date:** 16 August 2011

**Position:**

Supply Technician

**Series/Grade:**

GS-2005-05/6/7

**Salary Range:**

Base Pay  
GS-05 \$27,431.00 to \$35,657.00  
GS-06 \$30,577.00 to \$39,748.00  
GS-07 \$33,979.00 to \$44,176.00  
Plus Locality (9.44% of Base Pay)  
Plus COLA (17.23% of Base Pay)

**Military Requirements:**

ENL: E3 – E7  
MOS: 36B, 51C, 55B, 63CMF, 74B, 88M/N,  
89A/B, 92A/F/G/Y

**Position Description:**

#D1904000

**Location:**

SFC Leonard B. Francis Armory  
St. Thomas, VI

**Type of Appointment:**

Excepted

**Selecting Official:**

SFC Carol Morris, SUPV Supply System Analyst

**AREA OF CONSIDERATION**

Virgin Islands Army and Air National Guard members and current military technicians.

**Note: Virgin Islands Air National Guard members must be eligible to acquire membership in the Army National Guard in an available and compatible military grade for the excepted technician position.**

## **BRIEF DESCRIPTION OF DUTIES**

This position is located in the Office of the United States Property & Fiscal Office (USPFO). The purpose of this position is to ensure property accountability and provide installation supply assistance and instruction to units and activities within the state. The incumbent is responsible for analyzing possible redistribution of equipment through transfer, loan or assignment. Works with units assigned in dealing with distribution and redistribution of Equipment and Assets. Performs Quarterly Equipment on hand analysis by unit identification code (UIC) to improve equipment accountability to ensure all UIC units are validated on. Validates state asset visibility and accountability of federal assets using PBUSE. Reviews, validates and establishes accountability for mobilizing units and organizations. Processes PBUSE reject reports, performs S-Tops system administration, updates Standard Operating Procedures (SOP) internally and for UIC units, initiates Letters of Instruction to units and organizations, processes and manages Standard Study Number-Line Item Number Automated Management and Integrating System (SLAMIS) transactions. Performs a wide range of supply actions to accomplish required duties. Performs other duties as assigned.

### **THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

**All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.**

## **QUALIFICATIONS**

### **General Experience**

Experience, education or training in a variety of operations or situations concerned with substance or content of supply actions, requiring ability to decide course of action to take, considering the circumstances or conditions encountered. Experience using computer and automation systems.

### **Specialized Experience**

Applicant must have six (6) months of specialized experience to qualify for the GS-05 position, nine (9) months for the GS-06 and twelve (12) months for the GS-07 which demonstrates the knowledge, skills and abilities (KSAs) required for the position.

**APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KSAs WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicants must address each KSA on a separate sheet of paper stating when, where and how; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.**

--Knowledge of a wide range of supply systems, regulations and established techniques to maintain and account for federal assets. Knowledge and skill in performing analysis, interaction and providing recommendations based on the systems and personnel that become involved in the process.

--Knowledge of supply operations and skill in applying the principles and practices of supply management, material storage, inventory, and excess property management to provide technical assistance and instruction to customers.

--Knowledge to conduct extensive and exhaustive research for required information to reconstruct records to evaluate complex supply transactions.

--Detailed working knowledge of the UIC organizational procedures, systems and practices. Knowledge of the regulatory requirements and the unit level to be able to address these same issues at the Supply Support Activity level. (MTOE, TDA, BOIP, CIF-ISM, SAS-MOD, SAARS, GPC and SAMS-E) and to coordinate, facilitate or cooperate with various agencies at state, local or federal level (NGB, DA, DOD, LOGSA etc).

--Knowledge and ability to do general analytical tasks, establish recommended actions, correspond verbally or through written reports and do this at multiple levels throughout the state or to other governmental agencies.

--Detailed and practical knowledge of the goals, objectives, work methods and functions of automated logistics programs and systems to provide assistance in the interfaces between various STAMIS. Incumbent must be technical expert on supply policies and procedures.

--Knowledge and ability to utilize, input and manage data base applications through spreadsheet, word document or various STAMIS programs either internally or WEB based.

### **BRIEF DESCRIPTION OF WORK EXPERIENCE**

**Describe in detail your work experience (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. If you describe more than one type of work, write the approximate time period in each. Please enter the month and year for each period. Omission of these requirements can results in disqualification of your application. List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other work experiences. List your position, military supervisor, phone numbers, dates you have held each position and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application.**

**TO APPLY:** Deliver or mail Optional Form 612 or resume to Joint Force Headquarters, ATTN: SSG Zera J. Louis, 4031 La Grande Princess Lot 1B, Christiansted, VI 00820-4353. Applicants must include all necessary information required on the vacancy announcement. Applications hand delivered or post marked to the HRO after closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records.

### **CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS:**

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
2. Selectee must be able to acquire security clearance as required.

3. Failure to complete NGB prescribed course at the National Guard Professional Education Center (PEC) within the first year of employment may be cause for reassignment to another full-time position or termination unless there are extenuating circumstances that preclude the full-time member from course attendance.

4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.

5. **If applicant's record is flagged, individual will be barred from favorable personnel actions.**

**Verification of non-flagging action must be included with package.**

6. This position requires a compatible military assignment as follows: ENL: E3 – E7, MOS: 36B, 51C, 55B, 63CMF, 74B, 88M/N, 89A/B, 92A/F/G/Y.

7. **Permanent Change of Station (PCS) is not authorized for this position.**

8. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (SRIP).

FOR THE ADJUTANT GENERAL:

  
KANA. SCHIANG  
LTC, GS  
Human Resources Officer